CHRA Training Management Division Update

for the

Training Advisory Group
South Central Region
June 22-24, 2004

Agenda

- **CHRA TMD Offerings**
  - Schoolhouse Residential
  - VTT
  - WASS-CIVFORS
  - HR Toolkit
- **HR for New Supervisors**
- **New/Changed Policies**
  - *e*-Learning
  - Academic Degrees
  - Professional Credentials
- **NSPS Training**
- Competitive Professional Development
- Senior Service Colleges

Future CHR Training at APG

- Basic HRD (July - Interns)
- Instructional Methods (July, 2 classes; more in FY 05)
- Basic MER (August - Interns/other CP 10)
- Basic Labor (August - Interns/other CP 10)
- Intermediate MER (August)
- Labor Relations/MER/EEO for Execs (September)
- A-76 for HR (September, 2 classes)
- WASS-CIVFORS (September)

http://www.chra.army.mil/catalog/cat_default.htm

Video Teletraining (VTT)

- 33 Video Teletraining broadcasts to date
- Over 1200 participants in VTT
- VTTs scheduled throughout day and during evening hours to reach customers in all regions
- VTT topics have included: Delegation of Training Approval Authority, Competitive Area/Competitive Level Determinations, Leave Issues, Thrift Savings Eligibility Determinations, Performance Based Actions, JTR Training for HR Specialists and VTT Instructor Training
- Your suggestions?

http://www.chra.army.mil/catalog/FY04_VTT_Schedule.htm

WASS/CIVFORS Training

- 1 week centrally funded class at CHRA (end of September, details to be announced soon)
- Target audience - 2 ISD (FAB) staff members from each CPOC
- CPOC Directors will identify students
- Participants will be source of expertise for region
  - Build CIVFORS forecasts (models) for installations within region
  - Create standard templates and queries
  - Assist CPACs and CPOC CFDs in pulling data for serviced work force

http://www.chra.army.mil/catalog/wass-civ.htm

HR Toolkit

- Consolidated source of training resources and references for ART and DCPDS training
  - Specifically for managers, admin staffs, etc.
- CPACs can use to present training, or can be used as self-study
- Complete, up-to-date series of Computer Training Videos
- How-to manuals and other references

http://www.chra.army.mil/mdcpds/hr_toolkit.htm

HR for New Supervisors

- Purpose: Train new civilian and military supervisors in CHR legal and regulatory requirements, HR processes and tools, and supervisory responsibilities
- Course developed by CHRA in FY 02-03
  - Curriculum Advisory Board used, HQDA endorses
  - 460 supervisors trained by CHRA in FY 03; 17 resident and onsite courses (cost: $475,000)
  - Excellent reviews
- Need for training new and seasoned supervisors exceeds CHRA's ability to deliver

http://www.chra.army.mil/catalog/HRFNS/hrfnsmain.htm

HR for New Supervisors, con't

- Responsibility for course delivery assigned to regions
- CPACs will present at least one session of HR for New Supervisors during FY 04
- TMD develops and maintains course materials
  - Material sent out to all CPACs on 1 Jun
- Regional Directors will provide oversight and support as needed
- CHRA offering Instructional Methods course to train CPAC specialists as adjunct faculty
  - Two classes this Jul, more in FY05
- VTT (date TBA) on how to manage this course (for all CPACs)

TMD Home Page

- Our resident course catalog and schedule
- VTT schedule and registration forms
- Distance learning, on-line training, computer training videos (“ScreenCams”)
- HR for New Supervisors materials
- HR Toolkit (for DCPDS/ART end users)
- DCPDS training resources
  - Job aids (200,000 hits and growing)
- Links to other resources

http://www.chra.army.mil/tmd.htm

Mandatory Use of *e*-Learning for IT

- DA Memo 8 Jan 04
- Mandates use of Army *e*-Learning for IT training
- DA centrally funds this computer/web-based courseware (SkillSoft or SmartForce)
- Access via AKO (“My Education”)
- Exceptions must be approved by the Chief Information Officer/G-6

http://www.us.army.mil/

Academic Degree Training

- Must be approved by DA
- Must contribute significantly to:
  - Meeting identified training need
  - Solving an identified staffing problem
  - Accomplishing goals - strategic plan
- Must be part of agency planned program
- Must be from an accredited institution
- Must be consistent with merit principles
- Is not for the sole purpose of:
  - Providing a degree or
  - Qualifying an employee for a position for which a degree is a basic requirement
- Facilitates use of online degree training where practicable

Paying for Professional Credentials

- National Defense Authorization Act passed in FY02
  - DA memo, Jun 03, delegated to MACOMs and IRAs
  - Permits further delegation - must be in writing.
- Criteria:
  - Must be beneficial to systematic development and enhanced job performance.
  - Must support management objectives, national security, or mission imperatives/goals.
  - Must comply with DOD guidance, meet collective bargaining obligations, be consistent with Merit System Principles
- Payments/training must be recorded in DCPDS

http://www.chra.army.mil/ota/index.htm

NSPS Training Strategy

- Mission: Train approximately 230,000 Army employees and supervisors in NSPS
- CPMS will provide basic training materials
- Establish training teams(s) at each installation to train employees, managers and supervisors at that installation
  - CPAC staff, management representative, CPOC staff as needed
- Regional HRDs will manage and monitor overall NSPS training for region - arrange for additional trainers as needed
- Initial training in “classroom” setting with live instructors
  - Train large numbers of employees at one time in auditoriums, theaters, etc.
  - Supervisory training in smaller groups
- Use VTT where possible (updates, refreshers, etc.)

http://www.cpms.osd.mil/nsps/index.html

NSPS: Primary Training Audiences

- CHR community
  - CPOC, CPAC, HQDA, MACOM CPDs
  - Develop expertise to advise and process actions
- Training Teams
- Employees
- Managers and supervisors, including military supervisors of civilian employees
- Resource Managers
- Pay Pool mangers/Review board members
- Admin personnel liaisons
- Unions

NSPS Training: Critical Unknowns

- Training Content?
  - Length of modules and sessions for different audiences
- What training will CPMS develop?
- How many “waves” of training will be needed?
  - If NSPS is implemented incrementally, e.g. labor provisions first, followed by other HR provisions
  - 2 pilots/small numbers/cross components
  - Pay for Performance training before first appraisal cycle
  - May require multiple train the trainer sessions
  - Follow up/sustainment training
- Implementation date for Army? Staggered implementation for different segments?

Competitive Professional Development

- Competitive Professional Development is available to all career programs
  - University classes, professional workshops, long term training
- CPACs need to market
- ACTEDS funds used
- Eligibility requirements, application procedures, service obligation and other information in ACTEDS catalog (chapter 3)

http://cpol.army.mil/library/train/catalog/

Senior Service Colleges

- Outstanding developmental opportunities for senior/high potential careerists (centrally funded)
  - Army War College (Resident and Non-resident)
  - Industrial College of the Armed Forces
  - National War College
- Market program to Commanders and senior managers; encourage nominations of high caliber candidates (## questions go to regn HRD)
- Selected participants must agree to directed placement in appropriate assignment after completion of program (## heartburn)
- More information in ACTEDS catalog (chapter 2)

http://cpol.army.mil/library/train/catalog/